



CODE ENFORCEMENT MODIFICATION REQUEST

Date Applied	Project Name	Modification Number - Permit Number -	Fee Paid \$
Address – Suite or Floor Number (s)		Owner's Name	
Applicant's Name and Relationship to Project:		Phone Number: FAX Number:	
<input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Permit Expeditor			

BUILDING DESCRIPTION

New Existing	Construction Type	Square Footage		Total Number of Stories _____
		<ul style="list-style-type: none">Area to be modified _____Entire Building _____Not Applicable		Number of Stories Above Grade
Type of Fire Protection Fire Alarm - Yes No Sprinkler System - Full Partial None				Building Height in Feet
Location/Area/Item to be Modified		Previous Use	Current Use	Change of Use? Yes No

MODIFICATION REQUESTED

Code Edition: _____ Year USBC BOCA CABO Fire Prevention IMC IPC NEC Property Maintenance Other _____	Specific Code Section (s) to be Modified
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Supporting Data for Modification Requested (Additional sheets of authoritative sources, manufacturer information, lab tests, related code documents, reports etc. may be attached. Do not use approvals and/or conditions/situations in other buildings as each request must stand on it's own merit.)

What Will be Achieved if the Modification is Granted? (Describe how the modification will correct a hazard and/or deficiency or upgrade or enhance the structure to be equivalent to current code requirements. Please attach additional sheets if needed.)

DECISION AND/OR COMMENTS

Building Official Approved Disapproved Fire Official Approved Disapproved	Signature	Date
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Comments:

Appeal Rights. In accordance with the USBC, the decision of the Building Official or the Fire Official may be appealed if the Building/ Fire Official has refused to grant a modification to the provisions of this code covering the manner of construction or materials to be used in the erection, alteration or repair of a structure. Appeals relating to construction matters shall be submitted within 30 days of the decision; appeals relating to maintenance matters shall be submitted within 21 days. Appeals are first heard by the Building Code Board of Appeals. Appeal applications may be obtained from the Code Enforcement Bureau, 703-838-4360, M-F 08:00 a.m. to 05:00 p.m.